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Class Specifications
for the Class:

ASSISTANT ADMINISTRATOR, INFORMATION AND COMMUNICATION SERVICES
(ASST ADMR, INFO AND COMN SVCS)

Duties Summary:

Assists the division administrator with the operation and administration of a centralized statewide information processing and communications program; directs, manages, and supports information processing and telecommunications services and resources through subordinate branch chiefs of the Information and Communication Services Division; and performs other related duties as assigned or delegated by the Administrator of the Information and Communication Services Division.

Distinguishing Characteristics:

1. Nature and Purpose of Work:

This class is responsible for assisting the division administrator in planning, organizing, managing, and directing the operations of the Information and Communication Services Division. The work includes the development and implementation of policies and standard operating procedures for the division; assisting with the development and implementation of policies, procedures and directions for the State's information and communication services program; support and promotion of the division's goals and objectives; assisting with the development and justification of budget and expenditure plans; guiding the division in the execution of its budget and expenditure plans; and the resolution of daily operational problems such as personnel matters, prioritization of projects and resources approving requests for services, etc.

2. Supervisory Control:

Positions in this class work under the general supervision and direction of the Administrator of the Information and Communication Services Division. Work is reviewed primarily for compliance with general policies, established laws, goals, and objectives of the division.

3. Guidelines Available:

Guidelines at this level are limited to general policies, established laws, goals and objectives of the division.

4. Nature and Scope of Recommendations, Commitments and Decisions:

This class includes responsibility for assessing and recommending commitments with regard to basic operations within the division's operations. The class also has responsibility for the development, implementation, and maintenance of the division's standard operating procedures, and development of statewide standards, policies, procedures, and guidelines for services provided by the division to government agencies within the State and other jurisdictions.

5. Personal Work Contacts:

This class involves extensive contact with personnel outside of the division for purposes of coordination, collaboration, negotiation, consultation, and the development of working relationships. This includes contacts with legislators, department heads and managers, other government agencies, vendors, contractors, and the public.

6. Nature and Extent of Supervision Exercised Over Work of Other Employees:

A position in this class provides general guidelines and/or directions to subordinate branch chiefs in relation to divisional objectives, resource utilization, budgetary constraints, and overall direction and goals of the State's information and communication services program.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

Assists the division administrator in the management of the Information and Communication Services Division; directs, organizes, and manages day-to-day operations to ensure conformance with established policies and procedures; provides guidance and support in the operation of the State's information

network to facilitate State operations and enable public/private access to information systems; guides development of and effective framework of information and communication processing systems, procedures, methods and services for State agencies; establishes and maintains an effective liaison with hardware and software manufacturers, vendors and consultants; provides program expertise to the Administrator in the development of policy directions for the division; prioritizes projects that require resources from more than one branch; guides development and implementation of State and division level standards, policies, procedures, and guidelines for information technology services; leads coordination of information technology support for the State's homeland defense program; leads development and implementation of an information security program for the State; administers preparation of project justifications, technical specifications, and evaluation for bids and contracts; assists with preparation and justification of budget and expenditure plans; and testifies before the Legislature and works with various cabinet level task force or special committees/groups.

Knowledge and Abilities Required: (Knowledge and abilities required for full performance in this class.)

Knowledge of: Principles and practices of public administration; management requirements relative to data processing technology and techniques including telecommunications, data base management, etc.; principles, methods, and techniques of an integrated statewide information and telecommunications system; principles and practices of supervision; management principles and practices; and report writing.

Ability to: Plan, organize, manage, coordinate and facilitate information processing and/or telecommunications operations and assist the division administrator in the management of the Information and Communication Services Division; think logically; analyze data and draw logical conclusions; perceive and understand the direct, indirect, and implied impacts and consequences of decisions; read and comprehend technical, business, and legal documents, and other materials; speak and write effectively; prepare clear and concise reports, memorandum and other materials; establish and maintain effective working relationships with others; plan, organize and direct the work of others; and develop and justify budget and expenditure plans.

This is an amendment to the specification for the class,
ASSISTANT ADMINISTRATOR, INFORMATION AND COMMUNICATION SERVICES
(ASST ADMR, INFO AND COMN SVCS), which was approved on
June 5, 1992.

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/s/ Dawn M. Young

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